

**Lutheran Church of the Incarnation Council Meeting Minutes  
November 12, 2019, 6:30 pm**

Council Member Roster: Carol Huegli (2020), David Hartley (2022), Paul Kolarik (2021), Becky Linvill (2022), Pr. Dan Smith, David Kukis (2020), Lori Martin Bodhiprasart (2021), Craig Copelan (2021), Jeff de Ropp (2020)

Absent: Karl Larson (2022) due to work travel

A.

I Welcome – President Huegli opened the meeting at 6:30 pm.

II Devotion – Pastor Dan led the review of the behavioral covenant and the group provided weather reports.

III Weather Reports

IV Reading of the Behavioral Covenant

B. Approval of Minutes: Craig (5 minutes)- attached

**Motion: Approve the October meeting minutes. #2019/20-017**

M/S/C deRopp/Copelan

C. Treasurers Report and Review: Dave Kukis (20 minutes) Dave provided a comparison of

this years budget with previous years and discussed how a deficit occurs and the importance of reserves.

D. Council Member Action Items: Carol Huegli (45 minutes)

1. Pastor's Report – Dan provided a summary of his activities

- Reminder Regional Synod meeting November 17, 2019 at St. Lukes Sacramento

2. Endowment Committee, Carol & Paul K: Motion for Committee Members to serve on the new committee—Ed Green, Bob Kerr, Chris & John Bruhn (one seat), Congregation Treasurer (Dave Kukis), & Paul

**#2019/20-018: Motion approved committee formed**

M/S/C Huegli, Martin

Motion to amend: Revise committee description for Congregational Health Task Force created in October 2019. See attachment. Updated Brainstorming Task Force 11/12/2019

3.

Proposal Original **Motion #2019/2020-14 Approved M: de Ropp, S: Hartley October 8, 2019;**

**Update Motion #2019/2020-14a The original motion #2019/2020-14 was discussed and it was confirmed that the parties who had originally moved and seconded the original motion to create a task force were agreeable without objection from other council members to the suggested revisions to the original proposal to create a task force. Approved M: de Ropp, S: Hartley**

E. Committee, Task Force and Presidents reports (Information only may be a verbal report)

1. President's Report, Carol:

- Solar Power System Update,
- EMV Thank You & Feedback Opportunity attached- EMV Final Report- Carol reminded all that the EMV thank you event was scheduled for November 16 in the evening.

4. Personnel Report, Jeff

5. SRTF, Craig

6. Social Justice Committee, Becky Linvill - attached

7. Education Committee- David provided a nice and informative summary of the activities underway on the education committee.

Reminders:

- Closers:
  - November 2019 – Carol Huegli
  - December 2019 – Craig Copelan
- EMV Thank You & Feedback Opportunity: November 15, 7-8 pm, Fellowship Hall
- 2<sup>nd</sup> Budget Forum: November 17, 11:45 am
- Annual Congregation Meeting & Light Snacks: November 24, 11:45 am

- **Updated Brainstorming Task Force Proposal**

- 11/12/19

- **Note: The creation of a Brainstorming task force was approved by action of the LCI council during their meeting October 8, 2019 with the task force being assigned to Paul Kolarik. Paul brought the attached proposal to the council as an information item the council felt that the amended proposal described best matched with their idea of the task forces charge. The council agreed to implement the initial congregation wide brainstorming event as a part of the Annual Budget meeting. The council will budget up to 30 mins during coming meetings to evaluate and prioritize the brainstorming proposals. - C**

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- Original proposal: Council to spend the first 30 minutes of each monthly meeting brainstorming on how to improve LCI's health, then referring the ideas to a committee for evaluation and action recommendation back to Council.

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- Amended proposal: At least twice annually, conduct congregation-wide brainstorming events about how to improve LCI's health, beginning with November 2019 congregational meeting, and invite on-going brainstorming.

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- Council would take the first 30 minutes of each monthly meeting to sift through the ideas, thoughts, etc., pursuing some, delegating some, declining others and choosing how to go forward with anything that it decides has merit. Possible categories could be "Action within a year", "Action within 5 years" and "No action at present". This would be part of the Council minutes so the congregation can see what is happening to the ideas, possibly prompting conversation and more ideas.

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- Why the Change? The original proposal put the onus on Council to be the main idea-generator and robbed it of the potentially invigorating discussion of ideas. Opening this up to the congregation gives us a much broader pool to draw ideas from. It allows Council members to stay fresh and build on congregational suggestions and/or contribute their own.

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- What is the Prompt? The subject for brainstorming is Improving LCI's Health, which among other things means "Why do we do this?", "Why don't we do that?" and general "what if" kinds of thoughts.

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- More specifically and in no particular order, we believe that Improving LCI's Health means...

- - reversing a downward trend in attendance.

- - publicly sharing and exploring our faith stories / acting out our faith in more visible ways in the community.

- - becoming more welcoming to non-member families by inviting them to serve, have fun, worship, pray and study with us.

- - improving LCI's financial position.

- - fostering social connections within LCI via small groups, community events, advocacy, community dialogue / hosting learning events.

- - expanding leadership to include a broad cross-section of our members and friends.

- - being willing to consider letting go of established programs or activities if they no longer improve our health enough for the effort involved.

- - change that might be uncomfortable to some of us.

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- Ground rules

- All ideas are anonymous; non-action on ideas is not personal.
- Anything goes, within our behavioral covenant and faith.
- We are not trying to come up with specific programs or activities to replace existing ones.
- We are not trying to criticize staff or their efforts.
- We invite congregation members and friends to submit ideas.
- We will record all ideas and their disposition for congregational information.

**Lutheran Church of the Incarnation  
Treasurer's Report  
October 31, 2019**

**Bank Accounts**

<b>FNB Checking (Operating Cash)</b>	
Balance Forward	79,403.81
Deposits October 2019	33,286.30
Expenditures October 2019	36,097.45
Closing Balance 10/31/19	76,592.66

<b>Mission Investment Fund (Operating Cash)</b>	
Balance Forward	34,052.45
Deposits October 2019	37.36
Expenditures October 2019	0.00
Closing Balance 10/31/19	34,089.81

<b>FNB Money Market (Columbarium Account)</b>	
Balance Forward	31,937.96
Deposits October 2019	3.15
Expenditures October 2019	0.00
Closing Balance 10/31/19	31,941.11

**Cumulated Surplus / Deficit**

Total of all Accounts 10/31/19	142,623.58
Less: Operating Reserves 10/31/19	144,933.33
Less: Columbarium Reserve 10/31/19	31,941.11
<b>Operating Cash Deficit 10/31/19</b>	<b>-34,250.86</b>

**Mortgage Principal Balance**

Thrivent First Mortgage as of 11/01/19	515,182.41
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**Operating Reserves 10/31/19**

Special Benevolences	0.00
Fair Trade Coffee Project	900.88
Offering Envelopes	17.00
Memorial Fund	11,856.41
Worship/Music Reserve	2,687.86
Flower Fund	897.07
Pastor's Discretionary Fund	683.57
Caregivers Fund	148.57
Children's Ministry	
(Mount Cross Scholarships)	1,215.97
Day Camp	627.81
Nursery Supplies/Equip	623.07
Mission Trip Fund	4,713.01
Youth	1,938.49
Hospitality	443.98
Major Maintenance Reserve	22,674.26
Building Fund	745.00
Sanctuary Renovation	65,260.38
Property Infrastructure Fund	29,500.00
<b>Total Reserve Funds</b>	<b>144,933.33</b>

**Columbarium Reserve 10/31/19**

Columbarium Fund	22,000.00
Columbarium Niche Purchases	9,941.11
<b>Total in FNB Money Market</b>	<b>31,941.11</b>

**Income**

Income	Jan - Sept	Oct	Total YTD
Regular (undesigned)	242,470.69	23,146.30	265,616.99
Designated Benevolence	7,276.00	335.00	7,611.00
Designated for Reserve Accounts	27,153.68	9,842.35	36,996.03
Designated for Columbarium	28.90	3.15	32.05
Other	534.25	0.00	534.25
<b>Total Income</b>	<b>277,463.52</b>	<b>33,326.80</b>	<b>310,790.32</b>

**Benevolence**

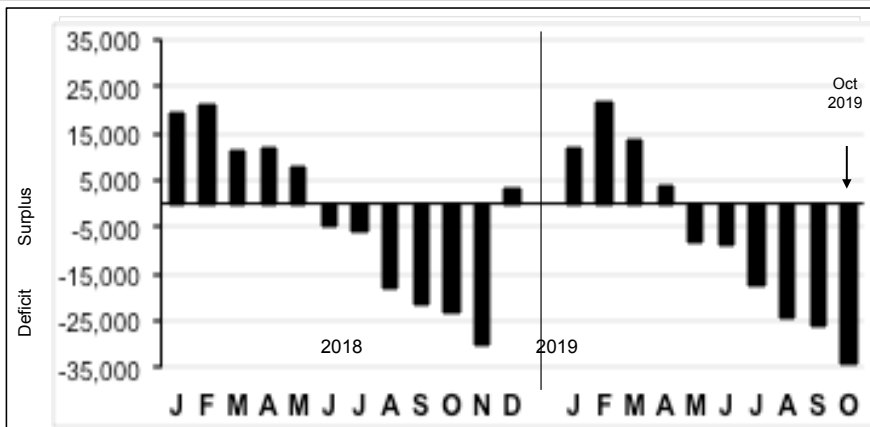
Budgeted Benevolence	Jan - Sept	Oct	Total YTD
Mission Support (5.25%)	12,728.00	1,215.00	13,943.00

Designated Benevolences	Jan - Sept	Oct	Total YTD
Additional mission support	0.00		0.00
Lutheran Disaster Response: Tornadoes	100.00		100.00
Lutheran Disaster Response: Hurricanes	100.00		100.00
Jan MMP: Yolo Crisis Nursery	560.00		560.00
Feb MMP: Lutheran World Relief	425.00		425.00
March MMP: Fourth and Hope	710.00		710.00
April MMP: Amor	230.00		230.00
Easter Offerings: ELCA Disaster Response: CA / Paradise Wildfires	915.00		915.00
May MMP: Opening Doors	345.00		345.00
June MMP: The Belfry	2,075.00		2,075.00
July MMP: ELCA Accompanying Migrant Minors with Protection, Advocacy, Representation, and Opportunities	325.00		325.00
Aug MMP: Open - Lutheran Social Services	429.00		429.00
Sept MMP: LEVN	435.00		435.00
Oct MMP: CLU / PLTS	0.00	295.00	295.00
Nov MMP: ELCA Hunger Appeal	50.00		50.00
Dec MMP: Interfaith Rotating Winter Shelter	17.00		17.00
Christmas Offerings: TBA	0.00		0.00
CASA	560.00	40.00	600.00

**Gifts specified by Social Justice Committee**

TBA			
TBA			
<b>Total Benevolence</b>	<b>20,004.00</b>	<b>1,550.00</b>	<b>21,554.00</b>
<b>Total Benevolence as % of regular income</b>	<b>8.3%</b>	<b>6.7%</b>	<b>8.1%</b>

**Cumulated Surplus / Deficit Balance: 2018 vs. 2019**



**Lutheran Church of the Incarnation**  
**Actual vs. Budgeted Expenses**  
**October 31, 2019**

Undesignated Income	01/01/19 to 10/31/19	2019 Estimate	% of 2019 Estimate
41100 Envelope Offerings	215,652.01		
41200 Loose Offerings	30,993.02		
41310 Rents: Applegate Nursery	15,445.96		
41320 Rents: Other	3,526.00		
41400 Misc Income	0		
<b>Total Undesignated Income</b>	<b>265,616.99</b>	<b>357,050.00</b>	<b>74.4%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>60000 Budgeted Benevolence</b>			
60100 Synod Mission Support (5.25%)	13,943.00	18,745.00	74.4%
<b>Total 60000 Budgeted Benevolence</b>	<b>13,943.00</b>	<b>18,745.00</b>	<b>74.4%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>61000 Worship</b>			
61200 Worship/Altar Care	475.08	1,500.00	31.7%
61201 Pulpit Supply/Guests	1,629.76	2,225.00	73.2%
61202 Worship Resources	2,463.91	2,000.00	123.2%
61204 Chancel Choir	573.17	350.00	163.8%
61209 Special Music	0.00	600.00	0.0%
61213 Organ and Piano Maintenance	120.00	400.00	30.0%
61215 Devotional Booklets	180.81	160.00	113.0%
<b>Total 61000 Worship</b>	<b>5,442.73</b>	<b>7,235.00</b>	<b>75.2%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>62000 Witness</b>			
62300 Social Justice Committee	0.00	1,150.00	0.0%
62301 Pastor Outreach	245.00	800.00	30.6%
<b>Total 62000 Witness</b>	<b>245.00</b>	<b>1,950.00</b>	<b>12.6%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>64000 Learning</b>			
64500 Sunday School	285.23	750.00	38.0%
64501 Confirmation Ministry	536.11	1,160.00	46.2%
64501A Membership Classes	0.00	100.00	0.0%
64501B Elementary Retreat	0.00	550.00	0.0%
64501C Faithful Families	329.72	275.00	119.9%
64502 Adult Education-Bible Studies	0.00	150.00	0.0%
64503 Nursery Supplies & Equipment	0.00	100.00	0.0%
64504 Lutheran College Scholarships	500.00	500.00	100.0%
64551 Youth - LCI Activities	904.96	2,520.00	35.9%
<b>Total 64000 Learning</b>	<b>2,556.02</b>	<b>6,105.00</b>	<b>41.9%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>65000 Congregational Events</b>			
65600 Synod Assembly	600.00	1,500.00	40.0%
65601 Council Retreat	146.76	60.00	244.6%
65602 Lutheran Magazine	0.00	20.00	0.0%
65603 Congregational Events	953.82	500.00	190.8%
65605 Hospitality	630.70	1,200.00	52.6%
65611 Clergy Spouses Retreat	0.00	160.00	0.0%
65612 Pr. Prof Leadership	0.00	500.00	0.0%
<b>Total 65000 Congregational Events</b>	<b>2,331.28</b>	<b>3,940.00</b>	<b>59.2%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>66000 Stewardship</b>			
66650 Offering Envelopes	415.53	430.00	96.6%
66652 Stewardship Development	510.00	400.00	127.5%
<b>Total 66000 Stewardship</b>	<b>925.53</b>	<b>830.00</b>	<b>111.5%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>67000 Administration</b>			
67700 Office Supplies and Equipment	10,007.55	7,500.00	133.4%
67701 Postage	330.00	500.00	66.0%
67703 Social Media and Advertising	1,928.99	4,000.00	48.2%
67704 Bookkeeper	3,250.00	3,900.00	83.3%
<b>Total 67000 Administration</b>	<b>15,516.54</b>	<b>15,900.00</b>	<b>97.6%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>68000 Property General Maintenance</b>			
68750 General Maintenance/Supplies	3,692.67	5,700.00	64.8%
68751 City Services (water)	6,790.41	7,500.00	90.5%
68752 Telephone	2,458.29	3,200.00	76.8%
68752A Fire System	1,150.03	1,275.00	90.2%
68753 Gas, Electricity	8,814.17	10,500.00	83.9%
68756 Property Insurance	5,808.00	6,115.00	95.0%
68757 Cleaning Services	10,190.00	12,000.00	84.9%
68772 / 20774 First Mortgage	30,505.00	36,660.00	83.2%
68775 Property Infrastructure Reserve	13,000.00	15,600.00	83.3%
<b>Total 68000 Property General Maintenance</b>	<b>82,408.57</b>	<b>98,550.00</b>	<b>83.6%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>70000 Support Staff</b>			
70800 Youth Director Salary	15,350.00	18,420.00	83.3%
70802 Youth Director Continuing Ed	0.00	500.00	0.0%
70805 Administrative Asst Pay	17,375.28	20,000.00	86.9%
70810 Administrative Asst Continuing Ed	0.00	500.00	0.0%
70806 Choir Director Pay	17,924.50	13,919.00	128.8%
70808 Choir Director Continuing Ed	0.00	500.00	0.0%
70817 Pianist / Organist Pay	0.00	12,000.00	0.0%
70807 Substitute Musician	4,775.00	900.00	530.6%
00000 Cantor Pay	2,492.33	3,600.00	69.2%
70803 Nursery Caregivers Pay	2,388.36	4,000.00	59.7%
70813 Workers Compensation Insurance	969.00	1,000.00	96.9%
70814 Payroll Taxes	4,959.10	8,100.00	61.2%
70815 Payroll Service Fees	1,509.59	2,300.00	65.6%
<b>Total 70000 Support Staff</b>	<b>67,743.16</b>	<b>85,739.00</b>	<b>79.0%</b>

Expenses	01/01/19 to 10/31/19	Annual Budget	% of Budget
<b>71000 Pastors Compensation Package</b>			
71900 Net Salary	30,237.80	44,932.00	83.3%
71900A Elective Deductions: FSA, Pension	7,205.40		
71901 Housing Allowance	37,000.00	44,400.00	83.3%
71904 Benefits: Retirement	7,444.30	8,933.16	83.3%
71905 Benefits: Health	27,160.00	32,592.00	83.3%
71906 Benefits: Disability	1,861.10	2,233.32	83.3%
71907 Benefits: Retiree Support	521.10	625.32	83.3%
71910 Benefits: Basic Group Life	148.90	178.68	83.3%
71911 Professional Reimbursements	1,710.00	3,000.00	57.0%
<b>Total 71000 Pastors Compensation Package</b>	<b>113,288.60</b>	<b>136,894.48</b>	<b>82.8%</b>

<b>Total Expenses</b>	<b>304,400.43</b>	<b>375,888.48</b>	<b>81.0%</b>
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Note 83.33% of annual budget is "on target" for October 31

## **Pastor's Report**

LCI Congregation Council

November 12, 2019

### Action items:

### Information items:

- Ted Peter's talk on Science and Faith postponed to Sunday, Feb. 9; more information to come. We would like to promote this especially on campus and to the community to support a dialogue between science and religion.
- Re: pastoral visit project – as reported last month, my visits have underlined the *disconnection* many feel from the church, which is a concern. Please join me in inviting those back to worship that you have not seen in a while. Hopefully you have made some connections and re-connections through our visitation program. If you have questions or concerns about this, please talk to me.
- Reminder about **announcements for *Rooted***: the staff has requested no longer having an “open forum” style announcement time. Some announcements have been long with information that some guests probably will not know. As a new service, we plan to include announcements in an “ad reel” on the screen at the beginning of the service. They will need to be submitted in advance to be included. **Next “Rooted” service: Sunday, Nov. 24 at 10:30 am.**
- Multi-faith Thanksgiving service on Sunday, Nov. 24 at 4:00pm at the Yolo Food Bank in Woodland; all are warmly invited to attend! I am planning to help with music.
- On the Horizon: *Luminaria*, a new membership program at LCI, which will take place from Feb-Apr of next year.

### In the wider church:

Conference Gathering this Sunday (11/17/19) at 2:00pm at St. Luke's Lutheran Church in Sacramento. Among other things, we will be talking about the process for selecting a new Bishop in 2020. Lay members are invited to attend. Last chance: would any Council members like to attend with me?

Sanctuary Capital Campaign Task Force  
Final Report of Campaign Chair

I will answer the same questions I asked of the task force. However, I will address the second question (What could we have done better) in considerable length. Not as criticism of the efforts of this congregation, but as a critique of my leadership and what I could have done better as the leader and planner of the program.

### **WHAT WENT WELL IN THE PROGRAM?**

I approached this project with one basic premise: "Leaders Lead". That was a lesson I learned over 50 years ago as a young pastor. Trust your leaders and empower them to lead. That was one of my primary requests of the leaders of LCI...that they all be involved in this program. I am thrilled at the response of the council, not only to take leadership, but to do so with enthusiasm. Well done!

### **WHAT COULD HAVE BEEN DONE BETTER?**

I should have recruited an additional leader to be the Chairperson for Communications. This is not a criticism of Leena who served as secretary. Her gifts were essential for the successful implementation of this program. And she did a superb job. However, as office secretary, she concentrated on the mechanics of producing everything that we needed, What could have been done better was promotion of the program and its goals... i.e, keeping it in the forefront of the congregation. Next time, I would defiantly divide the Communications and Secretary into two separate responsibilities.

More lead time to get an accurate accounting of membership.

Stronger emphasis on the responsibility of visitors to report all contacts to the Response Chairperson. Turned in commitment cards (even those who indicated "no financial gift at this time" ) gives an accounting only for those who completed the process. What we missed, or did not know, was who simply said "No" to even being included in the visits. That is an essential piece of information for proper follow-up.

Next time I would add a Follow-up Chairperson. There will always be people who are not available during the visitation period. It would be good to have a person responsible for following up on them. They would organize a few teams to handle visits for this portion of the program.

### **WHAT SUGGESTIONS DO YOU HAVE FOR THE NEXT EMV?**

Now that the council has experienced that it is indeed possible to do an emv (even around a subject like money) I would hope that this becomes an event that we would do every 18 months or so and that the next emv focus on anything but financial



stewardship.

Put together a task force to critique this emv and plan the next one so that the input for purpose, goals and content of the next emv will serve the common good. In other words, make emv's a continuing and vital part of our planning and leadership objectives.

## **HOW DO YOU PERSONALLY FEEL ABOUT THE PROGRAM AND ITS RESULTS?**

While I am thrilled that we have reached our primary goal of level 1 giving, I am even more overjoyed at the successful completion of an emv program. I have enjoyed constant feedback of positive experiences of both council and membership about how the program was received, and especially how the visits went. A lot of relationships were enhanced through this. (And there is more of that to come in future efforts at emv's). This was the real victory.

## **WAS IT WORTH YOUR EFFORT?**

**Yes. (I would do it again)**

**Thank you for the opportunity to do this. And thank you for your leadership** in this program. I believe we have added a real skill set to the tool chest for ministry at LCI.

Vern Holmes

**Social Justice Committee Minutes**  
**10/29/19**

**Attendance:** Jill VanZanten, Ellen Kolarik, Lynn Evert, Becky Linvill

**Information Only:**

- 1) **Exploring Racism:** The Podcast "Seeing White" is now winding down with completion anticipated in about 3 weeks. While the group has been small, the small size has allowed participants to dig more deeply into their personal experience.
- 2) **Updated LCI Website:** Becky has agreed to create links to the ELCA, LOPP, and Green Faith. She may also created a section on climate chnage
- 3) **Stepping Down:** Lynn Evert annouced that she will step down from the Social Justice Committee as of 12/21/2019. She will continue to monitor the MMP bulletin board and remind individuals to put up a new display when necessary. Lynn was thanked for her many years of service.
- 4) **Expanding the # of members of the Social Justice Committee:** The committee acknowledge that the ever shifting meeting dates makes it difficult to recruit potential new members. We will attempt to keep the meeting to the 3<sup>rd</sup> Tuesday of the month at 6:00. We will also petition Worship and Music for the opportunity to share the work our committee does with the congregation and invite new members.
- 5) **2020 Budget Cycle:** The council has approved a budget which includes an \$800 line item for Social Justice. This is the same funding we had 2019. This included funds for a \$100 donation to each of the following organizations: Interfaith Action for Cliimate Justice (IACJ), Yolo Interfaith Immigration Netwrk (YIIN), California Interfaith Power and Light (CIPL), Lutheran Officed of Public Policy (LOPP). It also includes \$150 for quilters purchasing supplies for LWR quilts

**Action Item: Monthly Ministry Partners**

**A draft of MMP for 2020 was created. The draft will be finalized after conferring with Leena regarding congregation submissions for ministry partners and confirming several of the organization sponsors.**

**Next Meeting 11/19/19 at 6:00 at the LCI Library**